

JOB OPENING WITH THE CORPORATION FOR NATIONAL SERVICE

Announcement Number: **00-23**

The Office of the Inspector General for the Corporation for National Service is seeking applicants for the following position located in Washington DC.

Assistant Inspector General for Audit, NX-500-01 Office of the Inspector General

The salary range is from \$71,954 to \$110,028* which includes a **9.05%** locality pay adjustment. Salary is set within the pay band and commensurate with experience, education, and other related factors. Relocation expenses are authorized*. The closing date of this announcement is **open until filled**.

***ATTENTION: THIS ANNOUNCEMENT HAS BEEN AMENDED.**

Background Information on the Corporation for National Service

The Corporation for National Service is a federal government corporation. In partnership with state and local governments and non-profit organizations, we administer the AmeriCorps service program, which includes national and state grant programs, VISTA and the National Civilian Community Corps; the National Senior Service Corps (Foster Grandparents, Senior Companions and the Retired and Senior Volunteer Program); and Service-Learning.

The Office of Inspector General is an independent organization whose mission is to find and report on current problems and to foster good program management to prevent future problems. OIG's statutory mission is to

Conduct and supervise audits and investigations relating to the Corporation's programs and operations
Review existing and proposed legislation and regulations relating to the Corporation's programs and operations
Provides leadership for activities designed to promote economy, effectiveness, and efficiency and fight fraud, waste and abuse in the Corporation's programs;
Inform the CEO and the Congress of problems in the Corporation or its programs.

Description of Work

The incumbent serves as the Assistant Inspector General for Audit and is responsible for planning and directing the OIG's audit program for the Corporation, Corporation-funded programs, contracts and other operations. In this capacity, he/she:

- performs delegated managerial functions;
- formulates audit program policies, goals and objectives;
- develops long and short range audit plans;
- directs, coordinates and/or conducts audits and surveys of the Corporation's operations, and those of state government entities, non-profit entities, and other organizations that receive Federal funds from the Corporation;
- directs the review of CPA firms performing audits of Corporation grantees under the Single Audit Act;
- develops internal policies and guidelines on audits;
- serves as an expert and advisor to the IG on audit matters;
- and supervises a staff of professional auditors and support personnel.

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Qualification Requirements

This announcement is open to all sources. **This recruitment will be open until filled.** This position will be filled as a general appointment. For additional information on this position or our personnel system, please call (202) 606-5000, extension 332 (voice); (202) 565-2799 (TDD).

Those applications showing experience which is in, or related to, the line of work of this position and demonstrating possession of the following knowledge, skills, and abilities will be referred to the selecting official for further evaluation to determine the best qualified candidates:

Knowledge, Skills and Abilities

1. Comprehensive knowledge and understanding of professional auditing and accounting theories, principles, and standards necessary to plan, manage and review the operations of an audit activity with a diverse Corporation-wide mission.
2. Experience in supervising and conducting financial statement and financial related audits in accordance with generally accepted auditing standards issued by the American Institute of Certified Public Accountants and/or government auditing standards issued by the Comptroller General of the United States.
3. Experience in supervising and conducting economy and efficiency and program audits in accordance with government auditing standards issued by the Comptroller General of the United States.
4. Comprehensive knowledge of audit rules, regulations, and guidelines and a substantive knowledge of all Corporation programmatic areas, and the ability to interrelate the two to develop recommendations for action.
5. Experience in supervising and conducting audits of Federal grantees (and their application of the OMB cost principles).
6. Knowledge of Federal procurement requirements including the FAR.
7. Experience in monitoring or oversight of procurements in accordance with Federal requirements
8. Skill in financial auditing as represented by the achievement of Certified Public Accountant status.
9. Excellent communication skills, both oral and written; and the ability to deal tactfully with high level officials on complex and sensitive matters.
10. Ability to supervise a staff.

Corporation's Personnel System

The Corporation manages an independent Federal personnel system which incorporates many of the tenets of the National Performance Review including pay banding and pay for performance. New employees will be appointed into the Excepted Service under the Corporation's specific hiring authority. Qualified applicants with non-competitive eligibility such as VRA and Schedule A handicap will be granted non-competitive eligibility for our vacancies, however, if selected, they will not receive an appointment under those authorities but will receive our own specific appointment.

Those receiving term, indefinite, discretionary or general appointments or temporary appointments for greater than one year are eligible for Federal benefits such as leave earnings, health insurance, life insurance and retirement programs. New employees are subject to a two-year probationary period and new managers and supervisors are also subject to a separate two year probationary period, which may be served concurrently.

Affirmative Recruitment Statement

The Corporation for National Service conducts its recruitment program in a manner to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability or marital status.

Privacy Act Information

As part of your application package, we request information subject to the Privacy Act of 1974 (P.L. 93-579, 5 USC 552a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, and the effect, if any, of nondisclosure.

How to Apply for Positions with the Corporation For National Service

Each application package must contain the information listed below as well as the specific information requested in the vacancy announcement. You may use a resume, Optional Application for Federal Employment OF-612 (available from us, federal personnel offices, or on the web at <http://www.cns.gov/jobs/jobs/OF-612.htm>) or any other written format you choose. **Failure to provide the required information (marked with a) listed below will result in your application not being considered.**

Job Information

Announcement number (e.g., 00-??)
Job Title
Grade(s) of the job you are applying for (e.g., NY-03)

Personal Information

Full name, mailing address and day and evening phone numbers
Social Security Number
Country of citizenship
Email Address (if applicable)
Veterans' preference
Reinstatement Eligibility
Highest Federal civilian grade held (including job series and dates held)
SF-181 (Race and National origin identification)
SF-256 (self-ID of handicap)

Education

High School
Name, city and State
Date of Diploma or GED
Colleges or Universities
Name, city and State
Majors
Type and year of degree(s) received (If no degree, show total credits and indicate semester or quarter hours)
Send transcript only if requested

Work Experience

Give the following information for paid and non-paid work experience related to the job you're applying for:

Job title (include series and grade if federal job)

Duties and accomplishments
Employer's name and address
Starting and ending dates
Salary

Hours per week
Supervisor's name and phone number
Indicate if we may contact your current supervisor

Other Qualifications

Job-related training courses (title and year)
Job-related skills, for example, other languages, computer software or hardware, tools, machinery, typing speed
Job-related certificates and licenses (current only)
Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

Other Documentation (if applicable)

SF-50 (current or former federal employees)
Dates, branch of military service
Dates of VISTA service
Other proof of non-competitive eligibility

You are also strongly encouraged to address each Knowledge, Skill and Ability (KSA's) Statement and any Mandatory Qualification Requirement listed in the announcement. Some announcements require that you address the KSA's.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at (202) 606-5000 ext. 323. The decision on granting reasonable accommodation will be on a case-by-case basis.

For Optional Application forms or answers to any questions you may have about this vacancy, please call (202) 606-5000, extension 332 or (202) 565-2799 (tdd).

Send applications to:

Corporation for National Service
ATTN: Human Resources
1201 New York Avenue, NW,
Washington, DC 20525.

Phone: (202) 606-5000 x. 332
Fax: (202) 565-2782
Email: ccooper@cns.gov

Applications must be postmarked by the closing date of the announcement and received within three business days of the closing date. All applications become property of the Corporation.